

PWA Office Support Advisory Council (OSAC) Conference Call

Meeting Minutes

January 21, 2016

Attendees:

Charles Onwulata, Anita Robles, Christopher Carter, Shawna Vogl, Dawnetta Hauth, Rebecca Sloop, and Vickie Lutes

Roll Call conducted by Christopher Carter

Welcome/Updates:

PWA NACOP Representatives (Dawnetta and Rebecca) – Dawnetta stated NACOP had a meeting January 2nd and welcomed the new members and talked about a quick reference guide, which they are creating, but PWA doesn't have a topic yet. NACOP's annual meeting is scheduled for June 20th in Charleston, SC. Dawnetta and Becky were both assigned to a committee. The committees were for training workshops, site selection, programs and hospitality. There is an outreach report produced every quarter and the next one will be out in April. Some topics selections discussed were ARMP, WebTA – something on a new payroll system.

Dr. Onwulata stated that NACOP will be a permanent agenda item. He asked if the council is responsible for providing NACOP information and Becky said she and Dawnetta are responsible for giving us information from NACOP. He also asked if the locations pay for the travel to the NACOP meetings and said that he could see if assistance was available if needed.

There were no questions for NACOP reps.

Update on OSAC Membership Roll:

Dr. Onwulata asked about recruitments and Dawnetta said Brenda Carlson is interest. Also, Sharon Blanchet just came on in July, but thought it was decided that PSA needed to be employed by the agency for at least one year prior to be appointed to the council. Samatha Fairman also just started employment, but would be a good candidate for the council. Dr. Onwulata asked if an AXON search for PSAs and Office Automation Assistants who are in the PWA would work for new recruits. He was questioning how recruiting was done in the past. Becky stated that Cheryl and Brooke would send the announcement out to 20-30 people. Dr. Onwulata said that he would contact HR and have them run a list of recent hires and use that list for recruiting purposes. He will ask for an updated list. We need to send invites to everyone as well as recruitment letters in the fall. There were no questions or comments on the membership list.

General Discussion:

Onboarding new OSAC members; OSAC welcome letters to new committee members and PSAs/318 series employees:

Dr. Onwulata would like to put a new process in place so that when a new person is hired as a PSA that we promptly send a welcome letter and information to assist them with their duties. He asked how many OSAC members received letters when they were hired as PSAs. As a council we need to have someone send a welcome letter to new PSAs and Office Automation Assistants. Becky Sloop volunteered to handle that task.

FY15 Annual Report:

Dr. Onwulata asked how many have seen the annual report on the OSAC web page. He explained the annual report is just a summary capturing what has occurred during the year. Christopher Carter has a draft of the annual report.

Accomplishments/Goals for FY16:

Dr. Onwulata asked each member to take a moment and state what they felt would be a goal for the new year.

Anita Robles: One priority should be obtaining new members and to get more people involved. Brenda Carlson (Pendleton) would like to be on the council.

Becky Sloop: More reference material should be added to the website. Dr. Onwulata recommended the creation of a NEW PSA tab.

Shawna Vogel: Make the council more visible because a lot of individuals don't know we exist or what we do. OSAC will invite all PSA's and Office Automation Clerks to participate in quarterly conference calls. The calls will provide information about topics relating to PSAs and OACs.

Chris Carter: Update the OSAC activity list topics—RPES, WebTA, CONCUR, etc. for more visibility. Dr. Onwulata indicated that there are several topics that need new mentors because of council members leaving (updated list below).

Pacific West Area OSAC Mentor List

AgLearn

Becky Sloop	541-738-4002	Rebecca.Sloop@ars.usda.gov	Corvallis, OR
-------------	--------------	--	---------------

ARIS

Anita Robles	559-596-2920	Anita.Robles@ars.usda.gov	Parlier, C A
--------------	--------------	--	--------------

ARMPS

Christopher Carter	510-559-5600	Christopher.Carter@ars.usda.gov	Albany, CA
--------------------	--------------	--	------------

CATS

Anita Robles	559-596-2920	Anita.Robles@ars.usda.gov	Parlier, CA
--------------	--------------	--	-------------

Concur

Brenda Carlson	541-278-4401	Brenda.Carlson@ars.usda.gov	Pendleton, OR
----------------	--------------	--	---------------

Correspondence

Becky Sloop	541-738-4002	Rebecca.Sloop@ars.usda.gov	Corvallis, OR
-------------	--------------	--	---------------

eForms

Dawnetta Hauth	541-573-8916	Dawnetta.Hauth@oregonstate.edu	Corvallis, OR
----------------	--------------	--	---------------

FMMI

Dawnetta Hauth	541-573-8916	Dawnetta.Hauth@oregonstate.edu	Corvallis, OR
----------------	--------------	--	---------------

Foreign Nationals

Anita Robles	559-596-2920	Anita.Robles@ars.usda.gov	Parlier, CA
--------------	--------------	--	-------------

Passports

Chris Carter	510-559-5600	Christopher.Carter@ars.usda.gov	Albany, CA
--------------	--------------	--	------------

WBSC Portal

Chris Carter	510-559-5600	Christopher.Carter@ars.usda.gov	Albany, CA
--------------	--------------	--	------------

Dawnetta Hauth	541-573-8916	Dawnetta.Hauth@oregonstate.edu	Corvallis, OR
----------------	--------------	--	---------------

WebTA

Dawnetta Hauth	541-573-8916	Dawnetta.Hauth@oregonstate.edu	Corvallis, OR
----------------	--------------	--	---------------

It was felt that we should have more than one individual as a mentor for each subject area and a list will be distributed to obtain more mentors for the areas of interest. Other topics were discussed as goals, i.e., creating a new OSAC logo, continuing progress on revising and updating a reference guide. However, since the PWA doesn't have a topic yet. Dr. Onwulata asked Dawnetta and Becky to look at the areas and see what they have as guides on their websites and see if we can put links to their guides on our website. He suggested they each take areas to review and link their sites to ours.

Onboarding New OSAC Members:

Dr. Onwulata discussed welcome letters to new OSAC members. He asked Becky Sloop if she would be willing to take on the task of creating welcome letters to new OSAC members, as well as the letters to the new PSAs and Office Automation Assistants.

Dr. Onwulata asked if we could include two topics in our quarterly call such as ARIS updates and information on CONCUR to show what we are doing as a council to assist PSAs and Office Automation Assistants. All of the learning material should be uploaded to our OSAC website. Dr. Onwulata asked Becky Sloop if she wanted to take this on, and he will ask Brenda Carlson to support Becky.

Office Professional Reminder Emails:

Administrative Professionals day was discussed and Chris Carter will send out email reminders to all RLs and Directors.

Quarterly Call Topic:

Dr. Onwulata said he would like to have everyone present a two or three minute talk to explain a topic of their choice (Concur, ARIS, etc) and allow time for questions and answers. This would be helpful to new PSAs coming on board. He felt the first quarter discussion could be designed to update newly hired PSAs about the designated mentors list and topics covered and provide short presentations on various topics relevant to the PSA job duties. Chris said he could take one or two topics -- new information regarding new volunteer paperwork as a topic. Becky said they have an SOP that includes forms for volunteers. It was also suggested that mid-year reviews could be a topic. Question and answer sessions should be included to establish potential topics for the next PSA quarterly conference call.

It was suggested that another topic could be who we are and what we do.

Future Meeting Dates:

- Monthly – 2:00 PT, every second Thursday for committee members.
- Quarterly – March, June, September and December (same as monthly)
Invite all PWA PSAs / 318 series employees
 - CY16 Monthly Meeting dates: 2/11, 4/14, 5/12, 6/14, 8/11, 10/13, 11/10

- CY16 Quarterly Meeting dates – PWA PSA-All: March 10, June 9, September 8, and December 8, 2016.

New PSA and Office Automation List:

Michael Ballor	WHNRC, Davis, CA
James Baxmeyer	PWA, Albany, CA
Sharon Blanchard	Wenatchee, WA
Alicia Finley	PWA, Albany, CA
Gerard Thomas Garcia	WHNRC, Davis, CA
Lyn Marie Garrett	ALRC, Maricopa, AZ
Eva Marie Goldfield-Strausb	WHNRC, Davis, CA
Ericka Hodge	WRRC, Albany, CA
Tani LaVerne	Wapato, WA
Christine Matsuno	USPBRC, Hilo, HI
Patricia Moore	Riverside, CA
Stefani Morgan	Corvallis, OR
Kyle Nemes	Corvallis, OR
Jeff Peterson	LSS, Maricopa, AZ
Daliana Rivera	Riverside, CA
Raymond Reynolds	Tucson, AZ
Samantha Varrelman	Wapato, WA
Michelle Wayment	Kimberly, ID
William Velez Jr.	ALRC, Maricopa, AZ

New Items:

Dawnetta asked that everyone use her Oregon State email address to contact her because she is having difficulties receiving emails. Her email address is: dawnetta.hauth@oregonstate.edu

Next PWA OSAC conference call is scheduled for February 11th at 2:00 p.m.

Thank you for calling in!